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MAR 22 2023

Date: MAR 28 2023

[Date]

Vice Governor LEONARDO "SANDY" JAVIER, JR.  
Presiding Officer, Sangguniang [Panlalawigan]

Province of LEYTE

SANGGUNIANG PANLALAWIGAN  
MAR 21 2023  
PROVINCE OF LEYTE

Dear Vice Governor: LEONARDO "SANDY" JAVIER, JR.

In response to your Notice of Call for Accreditation, kindly be informed that [Name of CSO], with office address at [office address], would like to seek accreditation by the sangguniang [panlalawigan/panlungsod/bayan].

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
3. Certificate of Registration issued by the [SEC, CDA, DOLE, DHSUD/HLURB] or existing valid Certificate of Accreditation issued by the [Name of NGA] or Certification issued by the NCIP;
4. List of Current Officers;
5. CY 2021 Minutes of the Annual Meeting;
6. CY 2021 Annual Accomplishment Report; and
7. CY 2021 Financial Statements

Thank you.

Sincerely,

Angel C. Reason  
ANGEL C. REASON

[Name of Head of the Organization]

[Position]

**APPLICATION FORM FOR ACCREDITATION**

Name of

Organization: STA CRUZ INTEGRATED FARMERS ASSOCIATION - SCUPA

Address: BRGY. STA CRUZ JARO, LENTE

Contact No.: 09196893170

Email address (optional):

Date Organized: FEB. 12, 2012

Sector/s Represented:

Purposes/Objectives:

SUSTAINABLE LIVELIHOOD PROGRAM  
IN ANY AGENCIES

Services that the organization provides or can participate in:

DOLE - DEPARTMENT OF LABOR EMPLOYMENT / DSWD - DEPARTMENT OF SOCIAL WELFARE DEVELOPEMENT

OPA - OFFICE OF PROVINCIAL AGRICULTURE

PCA - PHILIPPINES COCONUT AUTHORITY / DA - DEPARTMENT OF AGRICULTURE

Registering Agency:

Date Registered: FEB. 12, 2012

- Securities and Exchange Commission (SEC)
- Cooperative Development Authority (CDA)
- Department of Labor and Employment (DOLE)
- Department of Human Settlements and Urban Development (DHSUD), formerly the Housing and Land Use Regulatory Board (HLURB)
- National Commission on Indigenous Peoples (NCIP) \*certification

Accrediting Agency (if any): PCA Date Accredited: MAY 14, 2012

2012

- Commission on Population and Development (POPCOM)

- Department of Agriculture (DA)
- Department of Public Works and Highways (DPWH)
- Department of Social Welfare and Development (DSWD)
- Department of Agriculture (DA)
- Department of the Interior and Local Government (DILG)
- Department of Labor and Employment (DOLE)
- National Commission for Culture and the Arts (NCCA)
- Presidential Commission for the Urban Poor (PCUP)
- Philippine Drug Enforcement Agency (PDEA)
- Department of Labor and Employment (DOLE)
- Others (specify): \_\_\_\_\_

**Organizational Level:**

- Barangay-level
- Chapter
- Affiliate of a larger organization (identify organization): \_\_\_\_\_
- Others (specify): \_\_\_\_\_

**Projects Implemented in the [Province/City/Municipality] of [Name of LGU]**

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing

[CSO LOGO]

Name of the Organization  
Address

BOARD RESOLUTION NO 01

WHEREAS, Section 108 of the Local Government Code of 1991 (RA 7160) provides for the accreditation of civil society organizations

WHEREAS, on [Date], the Department of the Interior and Local Government issued Memorandum Circular No. 2022-\_\_\_ on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

WHEREAS, the [Name of Organization] is a civil society organization duly registered with the [Securities and Exchange Commission/Cooperative Development Authority/Department of Labor and Employment/ Department of Human Settlements and Urban Development, formerly the Housing and Land Use Regulatory Board], and existing under Philippine laws;

WHEREAS, in the [NAME OF ORGANIZATION] Special Board Meeting held at [Full Office Address] on [MM/DD/YYYY], attended by the following Board of Trustees present, the following resolution was approved and adopted:

RESOLVED, AS IT IS HEREBY RESOLVED, to signify our intention to be an accredited civil society organization with the Sangguniang [Panlalawigan/Panlungsod/Bayan], pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-\_\_\_ and to apply for membership in a local special body in the [Province/City/Municipality] of [Name of LGU]

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Councilor [Name]

RESOLVED FURTHERMORE, that the following representative/s of the Organization is/are authorized and directed to take any action necessary to effectuate the foregoing resolution: [Name/s of representatives].

ADOPTED unanimously by the Board of Trustees/Directors of the [Name of CSO] this [DD] day of [MM YYYY] in the [Province/City/Municipality] of [Name of LGU]

Name	Position
<u>DOMINADOR C. ALVOR</u>	<u>BOD</u>
<u>GRACIANO M. BARDON</u>	<u>BOD</u>
<u>MYLINE MATELA</u>	<u>BOD</u>

Signature

[Signature]

[Signature]

[Signature]

\*add rows as necessary

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Annex E. Board Resolution - intention for Accreditation

*M. W. C. Boykin*  
[FULL NAME]

[Board Chairperson or Equivalent]

SUBSCRIBED AND SWORN TO before me this \_\_\_ day of \_\_\_\_\_, 202\_\_ in \_\_\_\_\_  
Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on  
\_\_\_\_\_ at \_\_\_\_\_

Doc No: \_\_\_\_\_  
Page No: \_\_\_\_\_  
Book No: \_\_\_\_\_  
Series of \_\_\_\_\_



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Regional Office No. VIII  
**NORTHERN LEYTE FIELD OFFICE**  
Trece Martires St., Tacloban City  
Tel/Fax No. (053) 325-6292

**Registration Certificate No. RO800-NLFO-12-05-RWA-276**

**KNOW ALL MEN BY THESE PRESENTS:**

BY VIRTUE of the provisions of the Labor Code, as amended, and its implementing rules

**STA. CRUZ INTEGRATED FARMERS'  
ASSOCIATION**


**Brgy. Sta. Cruz, Jaro, Leyte**

has this day been registered as and conferred with all the rights and privileges of a legitimate workers' association established for the *MUTUAL AID and PROTECTION* of its members. It shall promote the moral, social and economic well-being of its members and shall have the right to represent them in accordance with its constitution and by-laws and for purposes not contrary to law.

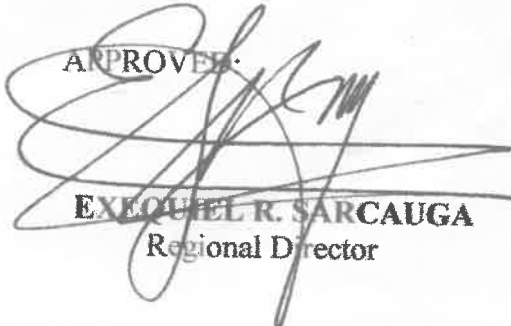
This certificate of registration shall subsist unless cancelled in the manner provided for the Labor Code and its implementing rules and at all times shall be subject to compliance by said workers' association with all applicable laws and regulations relating to workers' association.

IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of Regional Office No. VIII, Tacloban City, Philippines, this 14<sup>th</sup> day of May 2012.

RECOMMENDING APPROVAL:

  
**MARITES Z. VIÑAS**  
Chief Labor & Employment Officer  
Northern Leyte Field Office



APPROVED:  
  
**EXEQUEL R. SARCAUGA**  
Regional Director

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[Name of Organization]

Activity:

Participants:

Date and Time:

Expectations for the Activity:

General Objective:

Specific Objectives:

- -
- -
- -

Agenda:

1. Agenda 1

[Notes, Agreements, Discussions, etc.]

2. Agenda 2

[Notes, Agreements, Discussions, etc.]

3. Agenda 3

[Notes, Agreements, Discussions, etc.]

4. Agenda 4

[Notes, Agreements, Discussions, etc.]

Prepared by:

*M. L. B. COBAYANO*

[Name]

Secretary-General

Noted by:

*Angel C. Razon*  
*ANGEL C. RAZON*

[Name of Head of CSO]

[Position/Designation]

STA CRUZ INTEGRATED FARMERS ASSOCIATION  
BOL. STA CRUZ ARO, URUGUAY

MINUTES OF FARMERS ASSOCIATION OF STA CRUZ MONTHLY  
MEETING HELD AT NURSERY FARMHOUSE LAST, JANUARY 04, 2022

THE PRESIDENT DISCUSSED THE MONTHLY PINTAKASI  
OF THE ASSOCIATION AND ALSO FOR THE FUTURE PLANNING  
OF THE VEGETABLES AND ALSO THE DISCUSSION OF THE OTHER  
MATTER.

AND THE MEETING WAS ADJOURNED AFTER THE  
DISCUSSION OF THE AGENDA.

APPROVED

Angel C. Reason  
ANGEL C. REASON

PRESIDENT

PREPARED BY:

Maria Urrutia  
MARIA URRUTIA

SECRETARY



STA CRUZ INTEGRATED FARMERS ASSOCIATION  
PALAY. STA CRUZ GARO, LEYTE

MINUTES OF MONTHLY MEETING OF THE STA CRUZ  
INTEGRATED ASSOCIATION OF THE NURSERY FARMHOUSE UNIT  
FEBRUARY 04, 2022

THE PRESIDENT RECORDED AT EXACTLY 9:00 AM  
AND THE BODY DIRECTLY DISCUS ABOUT THE AGENDA.

THE PRESIDENT INFORMED THE MEMBERS THAT WE  
HAVE TO MAINTAIN OUR FARMHOUSE AND THE PERMANENT  
AND OTHER MATTERS.

APPROVED BY:

*Angel C. Reason*  
ANGEL C. REASON

PRESIDENT

PREPARED BY:

*MA. VA C. OSYANO*  
MA. VA C. OSYANO  
SECRETARY

STA CRUZ INTEGRATED FARMERS ASSOCIATION  
PO BOX STA CRUZ PARO, URYTE

MONTHLY MEETING OF SCFA OF STA CRUZ HELD AT  
KURSTY FARMHOUSE LAST MARCH 04, 2022

THE PRESIDENT INFORMED THE MEMBERS THAT WE HAVE  
TO BRING FIVE BAMBOOS FOR THE RENOVATION OF THE FARM-  
HOUSE. THE PRESIDENT ALSO INFORMED THE MEMBERS AND  
OFFICERS OF THE RESPONSIBILITIES AND DUTIES

BY 11:00 AM NO MORE TO BE DISCUSSE THE MEETING  
ADJOURNED.

APPROVED BY:

Angel C. Lopez  
ANGEL C. LOPEZ

PRESIDENT

PREPARED BY:

Maria C. Romo  
MARIA C. ROMO

SECRETARY

STA CRUZ INTEGRATED FARMERS ASSOCIATION  
PLOT STA CRUZ JARD. USTRE

MINUTES OF THE STA CRUZ INTEGRATED FARMERS ASSOCIATION  
OF STA CRUZ MONTHLY MEETING HELD AT NORBERTY FARMHOUSE  
LAST, JUNE 06, 2022.

THE MONTHLY MEETING WAS CALLED TO ORDER AT  
EXACTLY 9:30 AM. BECAUSE THE ATTENDANCE HAD THE  
BODY DIRECTLY TO THE DUTIES OF RESPONSIBILITIES AND ALSO  
THE PINTAKASI AS WELL.

UPON THE RECOMMEND BY THE TREASURER THE  
FINANCIAL REPORT WILL BE FINALIZED AND IT WILL BE  
DISCUS BY THE NEXT MEETING.

AND THE MEETING WAS ADJOURNED.

APPROVED BY:

Angel C. Leagon  
ANGEL C. LEAGON

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PRESIDENT

PREPARED BY:

MA. YR C. DOMADO  

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SECRETARY

STA CRUZ INTEGRATED FARMERS ASSOCIATION  
DROV. STA CRUZ (APO), U.S.A.

MINUTES OF THE STA CRUZ INTEGRATED FARMERS  
ASSOCIATION MONTHLY MEETING HELD IN NURSERY FARMHOUSE  
LAST, MAY 04, 2022

CONCERNING ABOUT THE CAPITAL BUILD-UP AND  
ABOUT THE MONTHLY DUES OF THE MEMBERS AND ALSO  
FOR THE LACKING OF THEIR PRESENCE DURING MEETING.

THE MEETING ADJOURNED AFTER THE DISCUSSION  
OF THE DUTIES AND RESPONSIBILITIES.

APPROVED BY:  
Angel C. Reason  
ANGEL C. REASON  
PRESIDENT

PREPARED BY:  
MA. LIZ C. BOYANO  
SECRETARY

STA CRUZ INTEGRATED FARMERS ASSOCIATION  
POLICY STA CRUZ JARD UETI

MINUTES OF THE STA CRUZ INTEGRATED FARMERS ASSOCIATION  
OF STA CRUZ MEETING HELD AT PURCERY FARMHOUSE LAST  
APRIL 02, 2022

THE PRESIDENT INFORMED THE MEMBERS AND THE OFFICERS  
TO MAINTAIN THE FARM AND WE SHOULD FOLLOW THE RULES AND  
REGULATIONS. AND ALSO FOR THOSE MEMBERS WHO ARE ON  
THE LIST OF TARDENES AND ABSENCES DURING THE MEETINGS.

FROM HANBLE NO MORE QUESTIONS AND MATTER TO  
DISCUSS THE MEETING ADJOURNED.

APPROVED BY:  
Angel C. Reyes  
ANGEL C. REYES  
PRESIDENT

PREPARED BY:  
Mary C. Roman  
SECRETARY

Annex F: List of Current Officers and Members

List of Current Officers of the [Name of CSO]  
as of [Date]

Name	Position
ANGEL C. REZON	President
RODRIGO A. GUIMONG	Vice President
MA. LUE C. BOJANO	Secretary
RUBENCIO O. CORNISTA	Treasurer
ZENON C. ABERAR	Auditor
JOSELITO B. CORNISTA	Head, Health Committee
	Head, Education Committee
	Head, Environmental Committee
	Head, Infrastructure and Safety Committee
	Member

\*add rows as necessary